

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

August 5, 2010

**SUBJECT:** DAILY SIGN OUT SHEET, FORM 15.19.00 - REVISED; AND  
RENAMED AS DAILY SIGN IN SHEET

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** The purpose of this Order is to revise the Daily Sign Out Sheet, Form 15.19.00, and rename it as the Daily Sign In Sheet. During a recent inspection of sign-out sheets, it was noted that Department personnel were utilizing several different types of improvised forms. These improvised forms are not in compliance with the requirements of the Fair Labor Standards Act (FLSA), as delineated in the Office of the Chief of Police Notice, *Obligation of All Employees to Ensure Compliance with the Fair Labor Standards Act*, dated June 29, 2005. The Daily Sign In Sheet, obtained from the Deployment Planning System (DPS), will serve as the only acceptable official Department daily sign-in sheet and will ensure compliance as mandated by the FLSA.

**PROCEDURE:**

- I. **DAILY SIGN OUT SHEET, FORM 15.19.00 - REVISED; AND RENAMED DAILY SIGN IN SHEET.** The Daily Sign Out Sheet has been revised and renamed as the Daily Sign In Sheet. Department Manual Section 3/705.05, *Daily Sign In Sheet*, has been established. Department employees who are required to document the time of their Code Seven (meal time/free time), as well as their start and end-of-watch times on their divisional or section sign-in/sign-out sheet, shall use the Daily Sign In Sheet. Department employees that currently use the Daily Sign Out Sheet and any other improvised sign-in/sign-out sheet shall cease to use these forms, and only use the Daily Sign In Sheet. Employees who use any type of daily activities reports (e.g., Daily Field Activities Report, Form 15.52.00; Sergeant's Daily Report, Form 15.48.00; or Watch Commander's Daily Report, Form 15.80.00) shall continue to use these forms and not use the Daily Sign In Sheet.
  - A. **Use of Form.** The Daily Sign In Sheet shall be used to document an employee's daily work schedule and activities. It also serves as a record for telephone calls made by the employee to his or her Area/division of assignment.

B. **Completion.** The form should be completed legibly in ink by the employee. Department employees who are required to complete the Daily Sign In Sheet shall complete the following boxes:

- \* **Actual ST** - Time the employee actually starts work, regardless of the time that is pre-printed in the "Start-of-Watch" box;
- \* **Activity** - Code Seven, destination or reason why the employee will be out of the workplace for an extended period of time or an employee's status when out in the field;
- \* **Out** - Time the employee leaves the office for their activity;
- \* **In** - Time the employee returns to the office from their activity;
- \* **Actual ET** - Time the employee ceases working on any Department business and/or actual end of watch; and,
- \* **O/T, Y** - Mark "Y" (yes) if the employee works past their actual end-of-watch time.

C. **Distribution.**

1 - Original, concerned Department entity.

1 - **TOTAL**

II. **EMPLOYEE'S RESPONSIBILITIES.** Department employees who are required to complete the Daily Sign In Sheet shall:

- \* Complete all of the required boxes properly on the Daily Sign In Sheet for each working day;
- \* Accurately document their actual start-of-watch and end-of-watch times;
- \* Accurately document their Code Seven in the "Activity" box, including the "Out" and "In" times, if applicable;
- \* Indicate their destination/reason in the "Activity" box, including the "Out" and "In" times. If the employee leaves their primary destination, the employee shall notify Communications Division or their supervisor of any subsequent destinations; and,

**Note:** The destination shall be an address or the name of the destination (e.g., 304 South Broadway, Hollenbeck Station, USCMC Hospital, or Elysian Park Academy).

- \* Phone-in to their supervisor when out of the office, every two hours, to update their status.

**Note:** At the discretion of the commanding officer or his/her designee, the phone-in and the duration of the time requiring a phone-in may be modified.

### III. DEPLOYMENT PLANNING SYSTEM USER'S RESPONSIBILITIES.

Deployment Planning System Users or DPS Timekeepers shall be responsible for the following:

- \* Ensure that the Daily Sign In Sheet is accurate and made available prior to the start of each employee's workday;
- \* Ensure that the Daily Sign In Sheet is prepared for each day of the deployment period; and,
- \* Ensure that the Daily Sign In Sheet is completed, filed and the information is transferred to the Daily Worksheet in the DPS, in a timely manner.

### IV. SUPERVISOR'S RESPONSIBILITIES. Supervisors shall:

- \* Monitor the Daily Sign In Sheet for proper documentation and completeness;
- \* Ensure that the employee's Code Seven is documented on the Daily Sign In Sheet, if applicable;
- \* Determine whether the employee inadvertently omitted to document Code Seven or did not take Code Seven when Code Seven is not documented;
- \* Promptly document Code Seven on the Daily Sign In Sheet if the employee forgot to document Code Seven;
- \* Document the status, location, and the time the phone-in was made by the employee in the "Activity" box. The supervisor shall also initial his/her name and serial number in the "Activity" box; and,
- \* Document any revisions to an employee's work schedule on the Daily Sign In Sheet. The supervisor shall also initial his/her name and serial number next to any change.

### V. COMMANDING OFFICER'S RESPONSIBILITIES. Commanding officers shall be responsible for ensuring that the Daily Sign In Sheet is properly completed, as mandated by the FLSA.

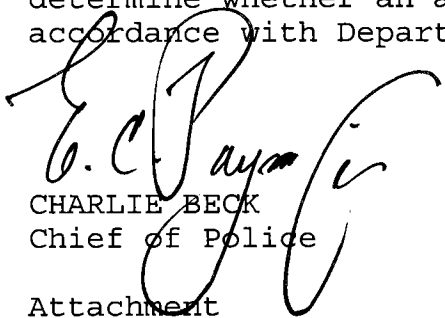
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**FORM AVAILABILITY:** The Daily Sign In Sheet is available on the DPS for immediate use. In case of DPS system failure, a copy of the form is available on the Department's Local Area Network in E-Forms and is also attached for immediate use and duplication. All other versions of the form shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENTS:** This Order adds Section 3/705.05 to the Department Manual. The "Form Use Link" applicable to the Daily Sign In Sheet is accessible in Volume V of the Department Manual.

**MONITORING RESPONSIBILITY:** All commanding officers shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

### Daily Sign In Sheet

**Work Date:**

**Work Date:**

[illegible]

**Notes:**